

MVAC Minutes – November 9, 2005

The meeting was held November 9, 2005 at the Division of Wildlife. Art Hale started the meeting at 9:00 am.

In Attendance: Dave Monson – DOC, Linda Sumrall – Lottery, Ron Kammerzell – Lottery, Barb Crawford – DOW, Barb Garcia – DOHE, Ray Nelson – DPA, Patti Torres – DOLE, Don Thordsen – DPA, Ron Clatterbuck – Fleet Management, Sonny Otero – Fleet Management, Michael Stadler – DOHE, Bob Giovanni – Fleet Management, Rob Livo – DPH&E, Karen Griggs – CSP, Cindy Hamby – DOR, Karen Neuschwanger – DOT, Nancy Martinez – DOHE, Kyle Shelton – CSP, Ronnie Hunter – Gaming, Fred Trujillo – DOL, Roger Friedrich – DHS, Emily Dorman – Parks, Shelly Thornburg – Fleet Management, Art Hale – Fleet Management.

Round Table Introductions

Overdue PM's

The SFM IT staff is finishing up the CARS software change request (SCR) of the overdue, coming due and due PM's software changes. Coming due begins within 5% of due mileage, due is up to 50% past the due target mileage, beyond this, it is considered past due. At the time a vehicle is considered past due, it is escalated to the department Executive Director for resolve.

There continues to be a glitch created from the last CARS software update. The CARS system is referencing invalid data for the PM determination report. After tomorrow, the IT people believe they have identified the problem and this glitch should be resolved. Please alert SFM if you continue to see invalid data at any time after tomorrow.

CARS Training

We have set up the class on a regular schedule. It will be the second Friday of every month. Next class November 18, 2005. Please contact Sonny Otero for details.

Wright Express

There is an audit problem with WEX. They are not getting us accurate coding on several of the bills. We may need to have the drivers start saving their receipts so we can track and verify the info that we are getting. Some of the invalid data entries are being created at the point of sale, some appear to be incorrectly translated when data is transferred to CARS. Considering the issues associated with alternative fuel purchases, tax rebates, and federal and state rebate programs, it is becoming more and more important that our fuel card vendor is able to capture accurate coding, specifically identifying the specific fuel type and quantity thereof. If the operator selects an alternative fuel type, they should point out their selection of fuel type at the point of sale to capture the alternative fuel purchase type. (biodiesel, E-85, ethanol, etc.)

Wright Express cards are being cut today. We will send them out after we sort them. There is sufficient savings on the new contract derived from volume. We anticipate that we will save \$50,000 over the next three years and expect to address the coding problems within the terms of the new contract.

Physical Inventory

We have 92% of the physical inventory validation forms returned to us. We are preparing to talk to legislation about frequency that state physical inventory requirements. SFM does not expect that physical inventory will happen more than once a year. SFM is in the process of completing the automated CARS version of the monthly physical inventory reconciliation module and hopes to see that a monthly vehicle inventory reconciliation will be accepted in lieu of an annual state wide fleet inventory.

Commuting Update

Everything is turned in. Renee needs to finish entering the commuter authorization form data into the CARS system. Please send all new commuters information to Renee as soon as possible. Send an email to Renee about any changes or updates needed on the forms.

Pending Legislation

Important issues are related to petroleum fuel consumption reduction by means of increasing the usage of alternative renewable fuels.. We have 378 flex fuel vehicles (FFV) that can be operated on E-85 (85% ethanol) in the SFM program. SFM anticipates adding another 100 during the next year.. We are developing a informational tag that will be put inside the SFM vehicles that will identify the vehicles that are compatible with the use of either E-85 or regular gasoline. Furthermore, these vehicles will have a map in the glove box that map-out where the E85 station locations are located. SFM hopes that this will enable the drivers to more frequently use the E-85 option whenever possible. Ethanol production, usage, and station availability is growing rapidly in the state. The use of E-85 significantly reduces vehicle emissions, can currently be purchased at or below the price of regular unleaded, and is referred to as a renewable energy that is derived from agricultural crops that also serves to reduce the US reliance on imported oil and helps to support US agricultural economy. Flex Fuel vehicles should be using more E85, and SFM hopes to get the usage volumes increased through various educational activities.

The MVAC group all indicated that they would like to see more hybrids in the fleet. The only current negative issue associated with the purchase of more hybrid electric vehicles (HEVs), is a dollar decision that has made us research other funding opportunities such as grants to enable SFM to purchase more of the hybrids. Toyota for example, did not participate with this years state vehicle purchasing / award program, therefore the state pays the same price as the general public retail.

Safety

We would like to know if anyone is interested in driver training videos. Among the SFM library, is a video titled "how to operate a government vehicles" and produced by Coastal. The Coastal website allows you to view the video on-line before you decide to purchase. SFM will prepare a list of safety resources and make it available during the next month or two.

We are still looking into alternatives to 15 passenger vans. Until we find an alternative, please emphasize the importance of driver training and hazard recognition associated with the operation of 15 passenger vans.

We are getting some accident reports that are not complete and on the old style state form. You can identify an old form if it asks for the social security number of the driver. If you have any of the old style forms, let us know and we will get you the new style forms. The revised date on the new form is 02/05. The supervisor of the driver does need to sign the accident report.

The meeting ended at 11:00 am.